



**Office of the Secretary of State**

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June 25, 2002

Andy J. Genualdi, Assistant Director, Division of Business and Finance  
Todd Bright, Assistant Director, Division of Technology Services  
AZ Department of Economic Security

Re: Travel Reimbursement form electronic signatures

The Department of Economic Security wishes to use a Word document Travel Reimbursement form completed by an employee and forwarded by email to his or her supervisor who will then review it and, on approval, forward it to the Accounts Payable Unit for reimbursement. The use of the person's agency email account is to be treated as his or her signature. It is our understanding that the essential reason for a signature on these forms is to provide an auditable process that links the person's filing for reimbursement to their receipt of the funds. The draft letter received on June 24<sup>th</sup>, 2002 satisfies our documentation request in our letter of June 17<sup>th</sup>. Our approval of this as an electronic signing process is granted on these conditions:

1. that the process has the ongoing approval of the ADOA General Accounting Office (GAO),
2. no negative audit findings by GAO or the Auditor General regarding their ability to audit this process and thereby prove the link of the unaltered record to the person, and
3. that we and GAO are notified by the Department of Economic Security of any material change<sup>1</sup> in the process described in your letter so that we may review the changed process for re-approval as an electronic signing process.

We look forward to working with the Department of Economic Security on this effort and to seeing it's prompt, successful launch.

Russ Savage  
Electronic Transactions Liaison  
Arizona Secretary of State  
602.542.2022 (office)  
602.542.1575 (fax)

cc: Warren Whitney, Deputy Secretary of State  
Greg Vokoun, Assistant State Accounting Administrator, GAO  
Mike Totherow, CIO, Arizona Secretary of State

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<sup>1</sup> a material change would be any change affecting the issues described in our letter of June 17<sup>th</sup> or any audit requirement of GAO or the Auditor General.